Community Relations

School Volunteers

CREC recognizes that volunteers can make many valuable contributions to our schools. The Council endorses a program encouraging community members taking active roles in improving schools and becoming school volunteers in schools, subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the school's administration.

CREC, through the Executive Director and/or designee, shall establish procedures for securing and screening volunteers. No person who is required to register as a sexual offender, or whose name is listed on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer in any district school.

Legal Reference: Connecticut General Statutes

10-4g Parental and community involvement in schools; model program; school-based teams

10-28b School volunteers

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-250 et seq. Registration of sexual offenders.

P.A. 97-290 An Act Enhancing Educational Choices and Opportunities

Policy adopted: November 17, 2004 CAPITOL REGION EDUCATION COUNCIL Revised: January, 20, 2016 Hartford, Connecticut

Community Relations

School Volunteers

Securing and Screening Volunteers

The building principal or designee directs the use of volunteers within the school. Specifically, the principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

- 1. Qualifications. Volunteers may come from all backgrounds and all age groups. The main qualification for volunteers is the desire to give their time and talent in order to enrich the school community and student learning opportunities.
- 2. **Persons Not Allowed to Serve as Volunteers**. No person who is a "registered sex offender," or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. Every time a new notification/online posting of registered sex offenders is received, the building principal or designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the building principal or designee shall review the sex offender list and DCF Child Abuse and Neglect Registry.

No person who has plead guilty or been convicted of the following crimes may serve as a volunteer: murder, manslaughter, reckless homicide, homicide, any sex offense, kidnapping, harboring a runaway, aiding and abetting child abduction, abduction, assault, battery, infliction of great bodily harm, hate crime, stalking, home invasion, criminal abuse or neglect of a minor or elder or disabled individual, child abandonment, endangering the life or health of a child, ritual mutilation, abuse of a child, vehicular endangerment, domestic battery, intimidation, violation of an order of protection, felony unlawful use of weapons, aggravated discharge of a firearm, reckless discharge of a firearm, obstructing justice, concealing or aiding a fugitive, armed violence, contributing to the criminal delinquency of a minor, unauthorized manufacture or delivery of controlled substances, controlled substance trafficking, criminal drug conspiracy, sale or delivery of drug paraphernalia, felony possession of a controlled substance.

- 3. **Recruitment**. School personnel may recruit volunteers.
- 4. **Role**. Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records. Volunteers may engage with students via electronic communication only when done so for school-related and school-sanctioned purposes using means approved by the school principal or designee. Except as approved by the school principal or designee, volunteers are prohibited from electronically communicating with students, including, but not limited to, social media platforms.

- 5. **Selection, Placement, and Supervision**. Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer must be supervised by a staff member. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
- 6. **Screenings**. Screening volunteers is critical because of the vulnerability of the population the school district serves.

The level of background checks depends on the volunteer level:

Level One

These are individuals who perform services for CREC for a single event, a consecutive series of days, or several nonconsecutive days for a period of one (1) week or less, always under the supervision of staff.

Level One volunteers do not have unsupervised access to CREC students and are not required to submit to a background check.

Level Two

These are individuals who, while at all times under the direction of a CREC employee, may have unsupervised access to students while providing assistance with tutoring, athletic, classroom, or overnight trip activities. All individuals volunteering for an overnight trip shall be considered a Level Two volunteer and must complete the application and background check process outlined below.

Persons wishing to serve as Level Two volunteers must complete a Volunteer Application and Registration and a Waiver of Liability form. Additionally, Level Two volunteers must complete a background check agreement form, and submit to both the national background check and fingerprinting. Level Two volunteers must have a personal interview with the school principal/designee, or school staff who are trained to recognize signs of child abuse and/or grooming behavior.

Once volunteers have completed the application process and have been approved, they must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Approval to volunteer, unless otherwise rescinded, will remain in effect for one academic year.

A request to volunteer or to continue volunteering will be denied and an approval to volunteer will be rescinded if the volunteer behaves in any manner that demonstrates the

volunteer is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

A principal may at any time remove a volunteer from service. Any time a person is denied permission to serve as a volunteer or has been removed as a volunteer, the superintendent shall be notified.

7. **Training**. Each academic year, Level Two volunteers shall receive training in CREC's policies regarding reporting abuse and neglect; sexual harassment; sexual assault and abuse prevention and awareness; reporting procedures; and CREC's expectations of them as volunteers. Attendance at such training shall be documented in writing. The principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Regulation issued: November 17, 2004 CAPITOL REGION EDUCATION COUNCIL Revised: October 21, 2015 Hartford, Connecticut

Revised: September 17, 2025